NARA Awards Certifications to 168 Records Managers in the Rocky Mountain Region

We are proud to publish the following list of records managers located in the Rocky Mountain Region who received a Certificate of Federal Records Management Training from NARA during the past three years. Each of the following individuals attended all five of the Knowledge Area (KA) workshops presented here in the Rocky Mountain Region, and in other regions and at NARA headquarters. In order to achieve the NARA Certificate (personally signed by Allen Weinstein, the Archivist of the United States) each person had to commit a measure of time, patience, and dedication. We salute their achievement!

The NARA Certification is an optional program for individuals who successfully complete our workshops. The goals of the NARA certification program are to:

- Raise awareness and improve effectiveness of Federal records management;

- Increase the level of professionalism of those managing Federal records;

- Give Federal records professionals a set of benchmarks to gauge their professional development, and

- Give NARA the ability to better assess the effectiveness of its training program.

Participants may take examinations upon completion of Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive the NARA Certificate. (Knowledge Area One is recommended as a foundation course for those seeking certification but is not required to obtain certification.)

Participants in NARA's records management courses receive a comprehensive overview of managing information by performing practical task-oriented, hands-on exercises throughout each course. The courses focus on using records management as a tool for supporting agency business processes. Upon completion of these courses, participants will have the information and skills necessary to perform their records management duties more efficiently and effectively.

These courses are:

- Knowledge Area Two - Creating and Maintaining Agency Business Information

- Knowledge Area Three - Records Scheduling

- Knowledge Area Four - Records Schedule Implementation

- Knowledge Area Five - Asset and Risk Management

- Knowledge Area Six - Records Management Program Development

All five of the KA workshops will be offered twice in the Rocky Mountain Region this FY. (See schedule—page 4.)

Those who received certification are as follows:

1. Abeita, Ethel
2. Abeyta, Andrew
3. Aguilar, Luis
4. Allison, Jack
5. Ames, Christine
6. Arviso, Jackie
7. Ashley, Lorriane
8. Autobee, Michael
9. Baracker, Theresa
10. Begay, Leona
11. Belone, Kimberely
12. Benally, Deborah
13. Bittner, Eric
14. Bonneau, Karen

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15. Brown, Vickie
16. Bruce, Jewel
17. Bucknam, Ron
18. Burrows, Roxana
19. Butler, Florence
20. Caddell, Christina
21. Calabaza, Jo Ann
22. Casiquito, Maria
23. Cazares, Karen
24. Charlet, Mary Pat
25. Chavez, Rosemary
26. Chopito, Lyanna
27. Coen, Terry
28. Cole, Hasha
29. Copeland, Jill
30. Cordova, Constance
31. Costa, Cindy
32. Coyne, Suzanne
33. Crank, Claudeen
34. Cunha, Lois
35. Dabney, Cynthia
36. David, Benedict
37. DeBruyne, Robin
38. Denman, Vernon
39. DePriest, Jeannette
40. Dettling, Teresa
41. Dimpsey, Kristen
42. Dix, Sharon
43. Dodge, Holly
44. Dominquez, Lorraine
45. Doutrich, Michelle
46. Dragswolf, Michelle
47. Duran, Jose
48. Farnsworth, LynnAnn
49. Faundeen, John
50. Fiddler, Nina
51. Fletcher, Sandra
52. Flynn, Bernadette
53. Foote, Joel
54. Foreman, David
55. Foster, Karen
56. Galvan, Wendall
57. Garcia, Frank L.
58. Garcia, Louise
59. Gates, Caryn
60. Gilbert, Regina
61. Giles, Yolanda
62. Gillen, Crystal
63. Gonzales, Lisa
64. Grandbois, Julianne
65. Grant, Lisa
66. Grout, Salinda
67. Gurule, Maria
68. Gutgsell, Linda
69. Hadlock, Shelly
70. Hanson, Laura
71. Hemstreet, Thomas
72. Hendrickson, Karin
73. Herkshan, Veronica
74. Herrera, Karen
75. Hodgkin, Glinda
76. Holden, Keith
77. Howerton, Marie
78. Hunt, Novella
79. Jameson Oliver, Jennifer
80. Jaramillo, Ben
81. Johnson, Kaye
82. Johnson, Susan
83. Judd, James
84. Kaiser, Eric
85. Kelley, Julie
86. Kiehne, JoBeth
87. Kota, Jamie
88. Krell, Diane
89. Kroll, Jackie
90. LaForce Amweg, Carol
91. Leftwich, Dawn
92. Lente, Tina
93. Locher, Karen
94. Loney, Cynthia
95. Long, Gloria
96. Lynch, Lori
97. Magno-Judd, Regina
98. Mang, Jacquelyn
99. Marianito, Sharon
100. Martinez, Paula
101. Martinez, Ana
102. Mathers, William
103. McConnell, Geneva
104. McNulty, Kevin
105. Medina, Anna Marie
106. Medina, Marian
107. Melius, Hope
108. Miller, Debbie
109. Miller, Lindsey
110. Montoya, Albert
111. Montoya, Dorothy
112. Montoya, Yolanda
113. Moyers, Mary Elizabeth
114. Nagode, Jill
115. Navarrette, Colleen
116. Nicholson, Janet
117. Nottoli Ronda
118. Oakley, Merritt
119. Pacheco, Brenda
120. Pacheco, Cathy
121. Payne, Julie
122. Pearcy, Sheila
123. Pettit, Pamela
124. Rael, Patricia
125. Redhouse, Harold
126. Redman, Christine
127. Reed, Delores
128. Rhodd, Lisa
129. Roberts, Mary Beth
130. Robinson, Carla
131. Roepcke, Linda
132. Romero, Annette
133. Roybal, Johnny
134. Ruiz, Christine

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135. Ruiz, Marsha
136. Sandoval, Waylon
137. Schumsky, Shari
138. Shije, Erma
139. Singer, David
140. Smalley, Carolyn
141. Smith, Cindy
142. Smith, Deborah
143. Smith, Timothy
144. Smith (Nee Jackson), Karen
145. Smith-Issues, Mary Jo
146. Sochocki, Michelle
147. Sorensen, Lori
148. Stebbins, Sara
149. Stiffarm, Michael
150. Tall Eagle, Carla
151. Tapp, Kathy
152. Taylor, Judy

153. Tenorio, Michelle
154. Thornton, L. Jerilyn
155. Tohtsoni, Bernadette
156. Torres, Lynn
157. Trujeque, Shirley
158. Trujillo, Angela
159. Trujillo, Dennis
160. Trujillo, Kathleen
161. Trujillo-Anaya, Crucita
162. Valdez, Joseph
163. Verden, Janice
164. Vigil, Valentina
165. Whiteman, Leona
166. Witbak, Diane
167. Yazzie, Leita
168. Zocco, Cari

If you are interested in earning the NARA Federal Records Certification, visit http://archives.gov/records-mgmt/training/certification.html.

NARA Reminds Agencies of End of Fiscal Year Records Management Responsibilities

As fiscal year 2009 begins, there are some ongoing records management tasks that agency records managers should address:

1. Cut off FY 2008 files. Most records series have cutoff instructions, as noted in an agency records schedule, stating when the accumulated records should be broken as a unit (i.e., at end of fiscal year) for eventual disposal or transfer (to a Federal Records Center or to the regional archives). Cutoff dates are September 30 for fiscal-year files, and December 31 for calendar-year files. For instance, when a case file is closed out, it should be cut off at the end of the fiscal year in which it was closed.

2. Set up new files for FY 2009. Create new file folders for records created from October 1, 2008 forward (For calendar-year records, from January 1, 2009 forward).

3. Destroy eligible temporary records that are stored in your office space. Temporary records that have reached the end of their retention periods (as specified in the agency records schedule) must be disposed of unless they are under a legal hold or are needed for ongoing business. Instructions on how to destroy non-sensitive, classified, and sensitive-but-unclassified information can be found on NARA's Records Management web page at archives.gov.

4. Transfer eligible records to Federal Records Centers or to a NARA approved records storage facility. Records no longer needed for current business but which are not yet ready for disposal should be transferred to a Federal Records Center or approved records storage facility. This applies to both temporary and permanent records. For advice on marking boxes and filling out transfer forms (SF 135s) contact the Denver FRC at (303) 407-5766. Records that are disposable in less than 12 months are not eligible for transfer to FRCs.

5. Transfer permanent records to archival holdings. You should prepare eligible permanent records for transfer to the Regional Archives of the

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Rocky Mountain Region. This includes permanent records that have been retained in your offices for an extended period of time and are overdue for transfer to NARA according to your agency records schedule. Contact the regional archives at (303) 407-5743.

6. Catch up with your filing. File records that need to be filed. Avoid backlogs that can make it difficult to locate records or enact timely disposal or transfer. Also, major backlogs can be the cause of embarrassment or make your office the subject of scrutiny and delays in FOIA requests.

7. Electronic records. Print and file electronic records (usually e-mail and word processing documents) that need to be preserved / maintained, if you do not have an electronic recordkeeping system that meets NARA standards. (Many agencies do not have widespread electronic record-keeping capability.) Agency policy should

specify records needing to be preserved for any period beyond 120 days and should print and file in paper records systems.

These and other common records management practices help agencies to meet their business needs and free them to pursue their core missions and serve their customers.

Agencies that utilize the NARA Rocky Mountain Region FRC as their storage facility, should submit the proper forms to NARA, Bldg 48, Denver Federal Center, Denver, CO 80225 or follow the instructions in the agency records manual.

Need help? Contact the Denver FRC at (303) 407-5766 for assistance in preparing the records and transfer paperwork.

FY 2009 Workshops
Register for workshops and briefings through: http://nara.learn.com/recordsmanagement-training

Date	Course Title	Location
December 2, 2008	Basic Records Operations (BRO)	Salt Lake City, UT
December 3-4, 2008	Electronic Records Management (ERM)	Salt Lake City, UT
January 14, 2009	Basic Records Operations (BRO)	Denver, CO
January 21-22, 2009	Creating and Maintaining Agency Business Information (KA-2)	Albuquerque, NM
January 28-29, 2009	Electronic Records Management (ERM)	Denver, CO
February 10-11, 2009	Records Scheduling (KA-3)	Albuquerque, NM
February 12-13, 2009	Records Schedule Implementation (KA-4)	Albuquerque, NM
March 17-18, 2009	Asset and Risk Management (KA-5)	Albuquerque, NM
March 19, 2009	Records Management Program Development (KA-6)	Albuquerque, NM
March 24-25, 2009	Emergency Planning and Response for Vital Records and Essential Information (EVE)	Santa Fe, NM
April 21-22, 2009	Creating and Maintaining Agency Business Information (KA-2)	Denver, CO
April 23-24, 2009	Records Scheduling (KA3)	Denver, CO
April 28, 2009	Basic Records Operations (BRO)	Albuquerque, NM
April 29-30, 2009	Electronic Records Management (ERM)	Albuquerque, NM
May 4-5, 2009	Records Schedule Implementation (KA4)	Denver, CO
May 6-7, 2009	Asset and Risk Management (KA5)	Denver, CO
May 8, 2009	Records Management Program Development (KA6)	Denver, CO
June 9, 2009	Basic Records Operations (BRO)	Jackson, WY
June 10-11, 2009	Electronic Records Management (ERM)	Jackson, WY
June 23, 2009	Basic Records Operations (BRO)	Pojoaque, NM
June 24-25, 2009	Electronic Records Management (ERM)	Pojoaque, NM
July 7, 2009	Vital Records (VR)	Albuquerque, NM
July 8, 2009	Recordkeeping: A Program Manager's Survival Guide (PMP)	Albuquerque, NM
July 9, 2009	Survival Guide for IT Professionals: Information Assurance and Records Management (ITP)	Albuquerque, NM